

## **AGENDA**

### **[Insert Name of Club/Association] MEETING**

#### **Time, Date & Venue**

- Welcome
- Apologies
- Confirmation of Minutes of previous Meeting
- Matters arising from the Minutes
- Inward and Outward Correspondence
- Reports
  - President
  - Financial
  - Committee Reports in order of need for discussion
- Special Projects
- General Business
- Closure and date of next meeting